

MICROSOFT FRONTPAGE 2003 – FOUNDATION COURSE OUTLINE

APPLICATION: MICROSOFT FRONTPAGE 2003
LEVEL: FOUNDATION
DURATION: TWO DAYS

OBJECTIVE

This course provides the user with the skills needed to build basic web pages for Intranet and Internet sites using the latest version of Microsoft's web page editor - FrontPage 2003 which now includes Drag and Drop hyperlinks, Format Painter, Integrated FrontPage Editor & Explorer, Personalised menus, Personalised toolbars and Reveal Tags. During the practical hands-on course, delegates will learn how to create, format and publish pages with links, graphics and simple controls.

COURSE CONTENT

Introduction and Overview

Introduction to FrontPage
Creating a New Web Site
Adding New Pages
Creating a New Page with a Template
Looking at Page Elements
Working with Text
Working with Graphics
Working with Links
Viewing the Page
HTML and Graphic User Interface
Previewing the Page
Previewing the Page in a Browser

Working with Text

Creating Pages from a Template
Formatting Text
Using the Formatting Toolbar
Using the Font Dialog Box
Selecting Fonts
Paragraph Formatting
Using the Formatting Toolbar
Using the Paragraph Format Dialog Box
Indenting Paragraphs
Paragraph Spacing
Using Styles
Using Bulleted or Numbered Lists
Customising the Bullet
Using the Format Painter
Applying Themes to the Website

Graphics

Using Graphics
Using Clip Art Gallery
Using Graphics from Another Program
Copying and Pasting
Editing an Image
Backgrounds and Lines
Shared Borders

Editing Pages and Sites

Editing and Changing Text
Changing File Names
Changing Web Names
Tasks
Creating Reports
Publishing Your Web

Creating Links

Creating Hyperlinks Using Text
Adding an E-mail Link
Editing the Mailto: Link
Bookmarks
Creating a Bookmark in a File
Creating a Hyperlink for a Graphic
Verifying Hyperlinks
Using Navigation

Adding Special Features

Create and Edit Tables on a Web
Adding Page Transitions
Adding Text Animation
Adding a Search Form
Adding Scrolling Marquee Text
Adding a Time Stamp and Hit Counter

PREREQUISITES

Delegates should be competent PC users with experience using browsers and the internet.

SUGGESTED TRAINING PATH

FrontPage 2003 Foundation → FrontPage 2003 Advanced Workshops

